

Orig -

Colorado Historical Records Advisory Board
Historical Records Re-grant Program
Application Form
For Period May 20, 2011 through December 31, 2011
Application Deadline: May 1, 2011

Applicant (Institution, Archives, Museum, Society) Bessemer Historical Society / CF&I Archives		
Address 215 Canal Street		
Pueblo CO 81004		
DUNS #: 064865418		
Contact Person Tim Hawkins, Archivist		
Telephone 719-564-9086	FAX 719-564-9681	e-mail tim.hawkins@steelworks.us

Project Title CF&I Archives Maps and Drawings Re-housing Project
--

Amount of Request :	\$1996.00
Amount of Match Value (min. 25% of Total Budget):	\$900.00
Total Budget for Project:	\$2896.00

Project Description: Please answer questions completely and give specific information about the types of activities, number of programs and/or resources you will make available).

Describe in detail the type of activity you intend to engage in and how the activity will improve the preservation and use of the historical records.

We are requesting funds to purchase boxes for storage of rolled maps and folders for storage of industrial patterns.

With previous funding we purchased acid free rolls for storage of oversize maps, but did not receive funding for containers to store the rolls. Previously they were rolled onto wooden rolls which were stored in wooden cabinets. These cabinets aren't suitable for archival storage, nor do the acid-free rolls fit into them. We think that the easiest and least expensive solution is to simply store the rolled maps on shelves in acid free boxes.

We were also funded previously to preserve and catalog 5000 maps and drawings. Having finished that, we would like to continue the project, and also expand it a bit by beginning to retrieve and re-house industrial patterns that are still stored in the steel mill in Pueblo. The patterns will initially be surface cleaned with horsehair brushes, organized and cataloged at a folder level, with about 20 patterns in each folder.

Removing the oversize maps from wooden rolls and storing them in acid free enclosures is a very basic preservation technique. We are also reorganizing the maps geographically, as they are usually requested, to make access more efficient and to decrease handling. The industrial patterns are currently stored in the steel mill and completely unavailable, and are stored under very substandard conditions. Simply transferring them to our storage areas and conducting a basic cleaning and organization process will greatly enhance their preservation and access.

What is the historical significance of the materials? Indicate how the records are of historical significance to Colorado, the region or the nation.

The Colorado Fuel and Iron Company (CF&I) Minnequa Works was the largest steel mill west of the Mississippi. As a steel manufacturer CF&I was also a fully integrated vertical company, owning all of the facilities and resources necessary for steel manufacturing. These included iron mines, limestone quarries, over 60 coal mines, railroads, company towns and stores, the steel mill, and more. With over 28,000 employees at its peak, CF&I was also the largest private landowner in Colorado.

The maps and drawings held in the collections of the CF&I Archives are truly unique historical documents. Most were hand-drawn by skilled draftsmen. The maps show the extent of the CF&I land holdings in great detail, and are especially valuable for describing mining operations throughout the southwest. The industrial drawings are a fascinating view into the details of the steel manufacturing processes.

Identify the audience and estimate the number of individuals/organizations who will participate in or benefit from the project.

In the past year we've had dozens of researchers accessing our maps and drawings collection. These have included geologists, mining consultants, curious homeowners, biologists and ecologists, private and governmental water agencies, and cartographers. The Colorado State Historical Fund awarded us a \$27,000 grant to create a traveling exhibit of industrial drawings, "Structures of Steel," that will reach a broad audience throughout Colorado, and eventually the nation.

What specific products/outcomes do you intend to achieve with this project?

We will re-house 400 oversize maps on acid-free rolls in acid-free boxes (40 rolls x 10 maps per roll) and will rescue, surface clean, re-house and catalog at a folder level 1000 industrial drawings (50 folders x 20 drawings per folder).

What criteria or method will you use to evaluate the success of the project?

The simple criteria for evaluating the success of the project will be to complete the re-housing and cataloging process described above. A secondary source of success will be to evaluate use statistics for the processed materials to determine levels of increased access.

Project Work Plan

Using the following format, outline the project work plan.

Time period	Activity/Phase or Major Step	Tasks involved	Location of work	Staff assigned
May20- June 30	Order supplies Prepare work areas	Preparations.	CF&I Archives Map Room	Tim Hawkins
July 1- August 31	Oversize map project	Reorganize 400 oversize maps onto acid-free tubes. Place tubes in boxes with labels. Enter catalog information into PastPerfect CMS and EAD files.	CF&I Archives Map Room	James Copeland with Tim Hawkins direction
Sept. 1 – Sept 30	Industrial Drawings project	Retrieve 1000 drawings from "Pattern Shop" in Evraz Rocky Mountain Steel mill.	Steel mill "Pattern Shop"	Work-study and volunteers with Tim Hawkins direction

Oct. 1 – Dec. 31	Industrial Drawings project	Surface clean, re-house and catalog 1000 drawings at a folder level Enter catalog information into PastPerfect CMS and EAD files.	<i>CF&I Archives Map Room</i>	Work-study with Tim Hawkins direction
January 30, 2012	Reports	Submit final narrative and financial reports		Tim Hawkins

Budget : The CHRAB Board requires a minimum of twenty-five per cent cost sharing (cash and/or in-kind effort). Indirect costs are not permitted.

1. Salaries and Benefits

Provide the names and titles of primary project personnel. For support personnel, include title for each position and indicate in brackets the number of persons who will be employed in that capacity.

<i>Name</i>	<i>Title</i>	CHRAB FUNDS	MATCH	TOTAL
Tim Hawkins	Archivist (\$40,000/year x 1%) 100 hours @ \$3.00/hour		\$400	\$400
Work study student (1)	(\$12.00/hr x 25%)	\$300		
SUBTOTAL		\$300	\$400	\$400

2. Volunteers

Provide the names and working titles of volunteers working on the project.

<i>Name</i>	<i>Title</i>	CHRAB FUNDS	MATCH	TOTAL
James Copeland	Mining Maps Consultant (25hrs @ \$20/hour)		\$500	\$500
SUBTOTAL			\$500	\$500

3. Travel for Staff

For each trip indicate the number of persons traveling, the number of days in travel status, and the total subsistence and transportation costs for the trip (based on .46/mile). When a project will involve the travel of a number of people to a conference, workshop, etc., these costs may be summarized on one line by indicating the point of origin as "various."

Item/Point of Origin/Destination	No. of Persons	Total Travel Days	Lodging/Meals Costs +	Transportation Costs =	CHRAB FUNDS	MATCH	TOTAL
SUBTOTAL							

4. Contractual Services

For each consultant or vendor to be used on the project complete the following information.

Consultant/Vendor	Hrly/Flat Fee/Unit Type	x	Hrs/Units	=	Costs	CHRA B FUNDS	MATCH	TOTAL
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
SUBTOTAL						_____	_____	_____

5. Supplies, Materials, Services

Include archival supplies, materials, and the cost of duplication, printing, long distance telephone, equipment rental, postage, and other services related to the project.

ITEM	BASIS METHOD OF COMPUTATION	CHRA B FUNDS	MATCH	TOTAL
5x5x49 Roll Storage Box Gaylord R5549	40 @ \$18.99/each	\$759.60	_____	\$759.60
36x48 Map Folder Gaylord WW-M364820	10 pkg/5 @ \$75.25/pkg.	\$752.50	_____	\$752.50
Horsehair dusting brush Gaylord WW-BR364	4 @ \$10.99/each	\$43.96	_____	\$43.96
Shipping	Estimated	\$140.00	_____	\$140.00
SUBTOTAL		\$ 1696.06	_____	\$1696.06

7. Furniture/Fixtures/Equipment

Include furniture, fixtures and equipment to be used in the project, costing \$1,000, or more, per unit. Include fair market or depreciated value to existing items to be used on the project. Enter full cost of any equipment purchased specifically for the project – **MATCH ONLY**.

ITEM	BASIS METHOD OF COMPUTATION	CHRA B FUNDS	MATCH	TOTAL
_____	_____	\$ _____	_____	_____
_____	_____	\$ _____	_____	_____
_____	_____	\$ _____	_____	_____
SUBTOTAL		\$ _____	_____	_____

8. Other Costs

Identify other costs attributable to the grant, but not identified in another budget category, such as indirect costs (**Match only**).

ITEM	BASIS METHOD OF COMPUTATION	CHRA B FUNDS	MATCH	TOTAL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
SUBTOTAL		\$ _____	_____	_____

PROJECT TOTAL COSTS

\$ 1996.00 \$ 900.0 \$ 2896.00

You may attach up to three additional sheets of project narrative and budget information as needed.

Submit the completed application electronically or in paper format to:

Terry Ketelsen, State Archivist
Colorado Historical Records Advisory Board
1313 Sherman Street, 1B20
Denver, CO 80203
e-mail: terry.ketelsen@state.co.us

Optional: You may submit letters of support for the project from knowledgeable members of the community to be served.

Direct Inquiries to:

Terry Ketelsen, State Archivist
Colorado Historical Records Advisory Board
1313 Sherman Street, 1B20
Denver, CO 80203
e-mail: terry.ketelsen@state.co.us
Telephone: 303-866-2358
Fax: 303-866-2257